

DEPARTMENT OF CORRECTIONS AND REHABILITATION
DUTY STATEMENT

ORGANIZATION: HUMAN RESOURCES DIVISION
OFFICE OF PERSONNEL OPERATIONS

CLASSIFICATION: Personnel Supervisor II

POSITION: 065-573-1314-XXX

Under the general direction of the Staff Services Manager II, the incumbent plans, organizes and evaluates the work of the subordinate staff including two Personnel Supervisor Is, a variety of Senior Personnel Specialists and may include Personnel Selection Technicians.

Typical duties include the following:

- 40% Plans, organizes, directs, guides and evaluates the work of the assigned Transactions Unit; establishes and maintains cooperative relationships with those contacted during the course of the work; develops logical and creative solutions to unique problems; evaluates current operating procedures; determines how the work practices can be more effectively performed; and presents recommendations and alternatives in writing or verbally.
- 30% Understands and effectively fulfills management responsibility under the State Employer-Employee Relations Act; understands and effectively carries out State and Departmental Equal Employment Opportunity and Affirmative Action instructions; interprets Department of Personnel Administration and State Personnel Board (SPB) laws and rules, Personnel Management and Attendance Clerk Handbooks, and Department policies for staff, administrators, office managers, and transactions' staff either verbally or by written communication; and assists staff in the interpretation and application of contract provisions.
- 25% Develops the leadership and supervisory skills of subordinate supervisors; develops the skills of the transactions' staff; assesses training and development needs of staff and ensures the needs are met through in-service training, State Controller's Office, SPB training, and on-the-job training.
- 5% Other duties as deemed necessary for an effective and efficient unit.